



Medical Office Assistant

Jefferson County's Human Services Behavioral Health Division serves Jefferson County residents who are experiencing mental health and substance use concerns. The Division is committed to delivering evidence-based practices and providing person-centered, recovery-focused services.

The purpose of this position is to perform clerical tasks for the Jefferson County Human Services EMH Intake Workers, CHIPS and Delinquency Team case workers, and assist the psychiatrist with his daily work.

To be successful in this position, you will be focusing on the below responsibilities:

- Opens and closes front desk operations on designated days.
- Coordinates, reviews, and completes prescription refill requests with the psychiatrist and nurse practitioner. Serves as a point of contact for patients and refers client concerns to the doctor.
- Maintains consent-for-medication forms on each client/guardian.
- Performs secretarial and clerical tasks as requested by department or unit.
- Maintains files for Mental Health Medication patients, CHIPS, and Delinquency teams. Maintains supply cabinet.
- Provides clinical support tasks for nurse practitioner and psychiatrist, updates and files medical records and insurance forms; arranges for laboratory services; updates consent forms.
- Variety of other important tasks needed with details provided on the posted job description

Starting wage: \$22.40/hour; 40 hours/week

Benefits: Eligible for our excellent benefit package with details at the below link

https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php

Qualifications Needed:

- Three years related experience and/or training; or associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

Qualifications Preferred:

- Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience. Coursework in medical terminology.

Applications will be accepted, as long as, position is posted, however, initial screening of applicants will begin: **March 30, 2023.**

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer